TCPN# FY04-08 Revised DON eBusiness Travel Card Training

Note: Level 3 APCs - IT IS YOUR RESPONSIBILITY TO GIVE THIS NOTICE WIDEST DISSEMINATION TO GTCC PROGRAM PARTICIPANTS IN YOUR HIERARCHY.

The DON eBusiness Operations Office is pleased to announce its revised DON eBusiness Travel Card Training is available for downloading from its website at www.don-ebusiness.navsup.navy.mil . To access the training, click on 'Travel Card Training' under 'Quick Links' on the right side of the home page. CD-ROMs of this training will also be handed out at our annual Travel Card APC Conference in Atlanta, GA, next week.

In this training release, you will notice the following changes:

Readme First---this document has been revised to serve as a guide meant to be read, in its entirety, before taking the DON eBusiness Travel Card training. In addition to providing information about the courseware, it serves as a trouble-shooting document for commonly encountered problems experienced by users taking the training.

Automated Training Statistics (ATS)---this feature provides an electronic method of capturing who has taken training; however, this feature, in no way, changes any guidance provided in the DON EBUSOPSOFFINST 4650.1A with respect to training requirements. The two items described below explain the components of ATS.

1. The 'Create User' screen now requires the user to enter data in all fields. There is a dropdown box in the 'Command' field that allows the user to select his activity. When using this feature, the 'Hierarchy' fields will automatically be filled in for the user. If the user cannot find his/her activity in the dropdown list, the activity name must be keyed in the 'Command' field---in this case, the user must also enter the 'Hierarchy' levels provided by his/her APC. NOTE: APCs - you must provide your cardholders with their APC hierarchy data in advance of taking training if their activity is not in the dropdown list.

2. When the user passes the Post-Test, a training log will automatically be created. The user must send the training log, as an attachment in an email, to DONeBusinessStats@navy.mil. Upon receipt, DON eBusiness will process the training log and record the student's record in the ATS database.

Post-Test---the user must score 100% to pass the Post-Test. The user will be given 3 tries to achieve a 100% score. Mis-answered questions will be shown to the user with an opportunity to review the associated training material. At anytime, the user has the choice to review all missed questions and/or proceed to be retested on the mis-answered questions. If the user scores below 60%, he/she will be required to repeat the entire course and Post-Test.

EAGLS---lessons 9 and 10 of the previous APC course have been removed due to pending EAGLS system changes which Bank of America estimates will be available sometime in late summer.

Attached is a zip file that demonstrates the ATS and Post-Test features.

Please address any questions regarding this TCPN to DONeBUStraining@navsup.navy.mil.

Respectfully,
DoN eBusiness Operations Office
Financial Card Training Team